

**Engineer of Record
Standard Request for Qualifications
(EOR RFQ)**

for

Lindon City

February 26, 2009

**Utah Department of Transportation
EOR Request for Qualifications
Lindon City Standard RFQ**

SUMMARY SHEET

1. Lindon City is seeking a Consultant to provide Engineer of Record (EOR) professional services to supplement its engineering staff for federally funded transportation projects for Lindon City for a five year period. Utah Department of Transportation (UDOT) is facilitating this selection process.

Lindon City will be selecting one firm to provide services in all the “Areas of Expertise” for the approved period as defined in Appendix C.

Qualifying EOR projects will be small and simple in scope, meeting the same criteria as those projects eligible for the General Engineering Services and Local Government Pool (Pool). Environmental contracts must meet certain criteria in order to be eligible under this EOR selection (refer to the Scope of Work on page 19). Contracts for project phases will not exceed \$600,000. Project contracts that exceed this dollar limit will require selection through a project specific RFQ administered by Consultant Services.

Lindon City is not required or limited to contract with the firm selected through this process for all projects. Consultants may be selected for projects through other qualifications-based selection processes available through UDOT Consultant Services such as the Pool, RFQ or Letter of Interest. Lindon City may elect to cancel this relationship at any time through written notification to the selected firm and UDOT Consultant Services.

2. Location: Lindon City, Utah County, State of Utah
3. Services include the following areas of expertise:

- a. **Roadway and Bridge Design**
 - **Hydraulics**
 - **Geotech**
- b. **Environmental (Categorical Exclusion)**
- c. **Preconstruction Engineering**
- d. **Construction Engineering Management**

4. Duration of EOR status with Lindon City under this selection will be five years.
5. Funding Sources: Federal, State, Local, or other funds
6. UDOT EOR RFQ Administrator:

Raeleen Sanchez
Contract Administrator
Utah Department of Transportation
Consultant Services
Box 148490
4501 South 2700 West
Salt Lake City, Utah 84119-5998

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801/965-4183
raeleen@utah.gov

7. Lindon City Project Management/Administration:

Ott Dameron
City Administrator
Lindon City
100 North State Street
Lindon, Utah 84042
801/785-5043
odameron@lindoncity.org

8. UDOT Project Management:

Daniel Page
Region Three Project Manager
Utah Department of Transportation
Region Three
658 North 1500 West
Orem, Utah 84057
801/227-8081
dpag@utah.gov

9. Newspaper Advertisement Dates: Saturday, March 7 and March 14, 2009

10. Engineer of Record Statement of Qualifications (EOR SOQ) Due Date: **Tuesday, March 31, 2009 at 11:00 AM.**

Deliver ten hard-copies and an electronic PDF file on a CD of the SOQ to the Utah Department of Transportation, Office of Consultant Services, 4th Floor SW Section, 4501 South 2700 West, Salt Lake City, Utah 84119-5998 no later than 11:00 AM on **Tuesday, March 31, 2009.**

EOR SOQ's will not be accepted after the 11:00 AM deadline.

11. Type of SOQ Required: In accordance with "Utah Department of Transportation Guidelines for Preparing an EOR Statement of Qualifications". See Appendix A, page 12 of this notice.

The SOQ has a 10 page maximum limit.

12. Selection Team Meeting: Monday, April 6, 2009

13. Optional Oral Interviews Date: EOR RFQ selections may be based on the EOR SOQ scores. Interviews will be held on Thursday, April 9 and/or Friday, April 10, 2009, if the Selection Team determines it is necessary to have oral interviews in order to make a selection.

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14. Selection Announcement date: April 10, 2009.
15. Remarks: A sample *Related Experience Chart* is available on the UDOT Web Site www.udot.utah.gov/go/csforms.

EOR Selection Schedule

Date	Day	Action
3/3/09	Tuesday	Post EOR RFQ on UDOT Consultant Services Project Advertisement website; e-mail to UDOT Consultant Services and Local Government subscriber's lists
3/7/09	Saturday	Advertisement of EOR RFQ in newspapers
3/14/09	Saturday	2 nd Advertisement of EOR RFQ in newspapers
3/31/09	Tuesday	EOR Statements of Qualifications are due by 11:00 AM
4/6/09	Monday	EOR Selection Team Meeting
4/9/09	Thursday	EOR Consultant Selection Interviews, if needed
4/10/09	Friday	EOR Consultant Selection Interviews, if needed
4/10/09	Friday	EOR Consultant Selection Announcement

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PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS

**Lindon City
ENGINEER OF RECORD**

Lindon City is seeking the services of a qualified Consultant firm(s) to act as Engineer of Record (EOR) for federally-funded transportation projects in Lindon,, Utah. This selection will provide recognition of the EOR relationship for five of years and will allow the selected firm(s) to provide services for small and simple federally-funded transportation projects for Lindon City.

If you are interested in submitting an EOR Statement of Qualifications, information on the EOR Request for Qualifications and Guidelines for Preparing an EOR Statement of Qualifications will be available Tuesday, March 3, 2009 and may be obtained from the Utah Department of Transportation (UDOT) web site www.udot.utah.gov/go/csadvertising and on Lindon City's web site at www.lindoncity.org . **The deadline for submitting the Statement is 11:00 AM on Tuesday, March 31, 2009.** Lindon City and UDOT reserve the right to reject any and all Statements of Qualifications.

UDOT and Lindon City encourage prime consultants to use DBE/WBEs as sub-consultants where possible.

March 3, 2009

Lindon City
Jim Dain
Mayor

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Introduction - See **Appendix C** which includes:

- Scope of Work (Objectives and Tasks)
- QC/QA Plan Requirements
- UDOT Furnished Items

Project Dates

Consultants are required to meet the dates set for the oral interviews, if the Selection Team determines it necessary to have oral interviews in order to make a selection. Consultants are also advised to meet the information submittal dates outlined in the summary sheet. Failure to meet these dates and the Consultant SOQ requirements will be considered non-responsive.

Required Key Personnel Qualifications

The Consultant is responsible that all personnel proposed under this Engineer of Record Request for Qualifications (EOR RFQ) be qualified through training, experience, and appropriate certification for the tasks assigned and have a working knowledge of UDOT standard practices.

The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT/EOR Project* and attached as **Appendix B** to this EOR RFQ. State the certification and education levels of the individuals proposed for use on municipal projects. **The completed form must be included in Statements but will not count as one of the allowed pages.**

Personnel proposed for Construction Engineering Management are required to **meet and maintain current Construction Engineering Management Training (CEMT), Transportation Technician Qualification Program (TTQP) and Laboratory Qualification Program (LQP) certifications**. It is the responsibility of the Consultant Firm to ensure that UDOT records reflect the certification records of the Consultant. Firms proposing labs or staff not currently certified by UDOT's records on the date SOQs are due, will be considered non-responsive.

Required Availability of Key Personnel

The Consultant is agreeing to make the personnel available to complete work on contracts at whatever level the project requires when listed on Appendix B *Proposed Key Personnel to Be Used on UDOT/EOR Project* Form.

Required Percentage of Work for Prime Consultant

The Consultant must perform work valued of at least **60%** of the total work on each project contract with its own staff excluding specialized services. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this EOR RFQ Scope of Work.

Requirement of Contract Awards

Lindon City is not required or limited to contract with the firm(s) selected as EOR for any or all contracts during the period of EOR status. Lindon City is not bound by this selection process and can select through another qualifications-based selection for projects such as UDOT Consultant Services General Engineering Services and Local Government Pool, Streamlined or Standard RFQs if it determines that another firm has personnel, expertise, or other qualifications for specific project(s). Lindon City may elect to cancel the EOR relationship at any time through written notification to the selected firm(s) and UDOT Consultant Services.

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Required Completion and Acceptance Criteria

Progress payments will be made with a five-percent retainage of the invoiced amount for work in progress for each contract. Final payment for each contract, including any retainage, is made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted as accurate and complete by Lindon City and UDOT. Penalties may be assessed for failure to perform in a satisfactory manner.

Applicable Federal and State Regulations

The Consultant will conform to all applicable State and federal regulations.

Debarment Certification

Federal regulations require certification by prospective participants including contractors, subcontractors, and principals as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions.

Authorization to Begin Work

UDOT Consultant Services will notify Consultants regarding the selection made through this advertisement on the date identified in the EOR Selection Schedule.

Notice to Proceed (NTP) for any/all federally-funded transportation contracts prepared for the selected EOR will be given by **UDOT Consultant Services** as soon as contracts have been approved and signed by all parties and returned to Consultant Services. Notice to Proceed from any other source is considered invalid.

Required Statement Contents

The Statement from the Consultant must contain the information identified in the attached *Guidelines for Preparing an EOR Statement of Qualifications*.

Statement Evaluation Procedures

The Statement will be evaluated by an EOR Selection Team in accordance with the criteria described in the *Guidelines for Preparing an EOR Statement of Qualifications*.

Proposal Conditions

All costs related to the preparation of the Statement and any related activities including interviews are the sole responsibility of the Consultant. Lindon City and UDOT assume no liability for any costs incurred by Consultants throughout the entire selection process.

Statement Disposition

Statements become the property of Lindon City and UDOT and will be treated as privileged documents and are disposed of according to Lindon City and UDOT policies including the right to reject all Statements. The Statement of the successful Consultant will be open to public inspection for a period of one year after award of the selection. Statements of Consultants who are not selected will not be open to public inspection and will be destroyed once the selection has been made.

The UDOT Consultant Services Manager will examine any written request for nondisclosure of trade secrets and other proprietary data in the Statement by any Consultant selected for award

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to determine its validity prior to selection. The UDOT Consultant Services Manager will inform the Consultant in writing what portion of the Statement will be disclosed. If the parties do not agree as to the disclosure of data in contracts and unless the Consultant withdraws the Statement, it will be disclosed. The Consultant will not be awarded the contract if the Consultant withdraws its Statement.

Ownership of Documents

All tracings, plans, manuscripts, specifications, data, maps, etc. prepared or obtained by the Consultant as a result of working on resulting contracts, will be delivered to and become the property of the Lindon City and UDOT.

Financial Screening

UDOT requires that Consultants be Financially Screened prior to performing work on federally funded transportation projects. **The selected Consultant will be disqualified if they have not been financially screened and approved within two weeks after selection unless the delay is due to problems or delays by UDOT. The Consultant will be required to be financially screened throughout their EOR status.**

The time it takes a Consultant to complete the Financial Screening process varies and therefore UDOT encourages Consultants to submit their *Financial Screening Application* as soon as possible.

Consultants may obtain the *Financial Screening Application* from the UDOT Web site www.udot.utah.gov/go/csforms. Contact the UDOT Consultant Services Financial Analyst at 801/965-4138 for assistance. A Consultant's Financial Screening status is effective for a period of one year from the time of approval.

Pre-award Audit

UDOT has the right to reject or disqualify any Consultant's Statement of Qualifications in the event that the proposing Consultant has failed to pay money due UDOT for overpayment on past projects. Disqualification will be based on the audit findings, determinations, and recommendations made by a UDOT authorized agent.

Insurance Certificates

The Consultant is required to provide UDOT with Certificates of Insurance meeting the current guidelines. Current insurance requirements can be found at www.udot.utah.gov/go/consultantservices, then selecting "Manuals".

UDOT Consultant Services Update Service Subscription

Please subscribe to the Consultant Services Electronic Notification Subscription Service at www.udot.utah.gov/go/subscriptionlist to receive notifications regarding this and other consulting opportunities including any updates or changes to this RFQ.

Notice will be sent out via e-mail through the update service if there are any changes affecting this EOR RFQ.

Consultant and Corporate Logos or Branding

Consultant and corporate logos or branding identification may no longer be displayed in **public** documents or products produced for federally funded transportation projects as of July 1, 2005.

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UDOT intends for consultants to place identifying information, in text format, in appropriate places in documents. This requirement does not apply to Statements of Qualifications. Please contact Gaye Hettrick, UDOT Consultant Services Manager, 801/965-4639 or ghettrick@utah.gov for answers to specific questions or further guidance.

Consultants and corporations are specifically restricted from placing logos or branding on the following items:

- Plan Sheets or Title Blocks
- Environmental Documents
- Standard UDOT Forms
- Project Websites
- Cover Pages
- Headers/Footers
- Information and Display Boards for Public Meetings

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Appendix A

Guidelines for Preparing an EOR Statement of Qualifications

INTRODUCTION

These guidelines were developed to standardize the preparation of an EOR Statement of Qualifications (EOR SOQ) by Consultants for engineering services provided for a federally funded Local Government project. Submitting an EOR SOQ is the beginning of the selection process and is used as the basis for selecting or for short listing Consultants. A minimum of two and a maximum of five Consultants will be short-listed and invited to an interview by the Local Government and UDOT if it is determined that interviews are necessary prior to selection.

The purpose for these guidelines is to assure consistency in format and content in the EOR SOQ prepared by Consultants and submitted to the Lindon City through UDOT. Preparing an EOR SOQ instead of a detailed proposal reduces the time requirements for the Consultants and simplifies the review process for the Local Government and UDOT personnel.

EOR SOQ SECTIONS

The EOR SOQ must contain the following sections in the order listed:

1. Introductory Letter
2. Firm Qualifications
3. Key Personnel
4. Project Experience
5. Appendix B

EOR SOQ EVALUATION CRITERIA

The following criteria will be used for each discipline being considered by Lindon City.

Rating: 0 = Not Qualified 1 2 3 4 5 = Excellent

	Criteria	Maximum Points Possible	Rating 0 - 5	Multiplier	Score
1	Firm Qualifications	(30)		X <u>6</u> =	
2	Key Personnel	(35)		X <u>7</u> =	
3	Project Experience	(35)		X <u>7</u> =	
<u>Total Points</u>		100			

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The EOR Selection Review Team will evaluate and score all SOQs in accordance with the criteria and rating scale above.

1. **Introductory Letter** – The introductory letter should be addressed to:

Raeleen Sanchez
Contract Administrator
Utah Department of Transportation
Consultant Services
Box 148490
4501 South 2700 West
Salt Lake City, Utah 84119-5998

In **one page**, express your interest in being the EOR for Lindon City; state qualifications to do the work, and recount any summary information on the project team or yourself that may be useful or informative to the Local Government and UDOT.

Include the mailing and e-mail addresses and the phone number of the primary contact person for this consultant selection process in the Introductory Letter.

No evaluation points are assigned to this section and the Introductory Letter will not count as one of the allowed pages.

2. **Firm Qualifications** – The Selection Team will evaluate the Consultant's capability to perform the work in each discipline.

Provide specific Consultant firm qualifications directly related to the EOR “Areas of Expertise” as defined in Appendix C, Scope of Work, and both local and national qualifications if applicable. Place particular emphasis on your firm’s specific and unique strengths that show leadership, management, work quality, commitment, collaboration, and communication capabilities.

- Describe your firm's capability to perform the work.
- Describe any unique qualifications your firm has to perform this type of work.
- Describe your firm’s internal quality and cost control procedures.

A maximum of 30 points is available for this section.

3. **Key Personnel** – The Selection Team will evaluate how well the qualifications and experience of the Consultant’s staff relate to Lindon City’s needs in each discipline. The Local Government and UDOT recommend the following information be provided.

- Describe the qualifications, experience, and availability of Key Personnel that your firm will utilize in the particular EOR “Areas of Expertise” as defined in Appendix C, Scope of Work. Emphasize specific past experience related to education, expertise, leadership, management, and ability to collaborate and communicate. NOTE: Do not include percentages of availability as this may be misinterpreted.

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A maximum of 35 points is available for this section.

4. **Project Experience** – Provide specific project experience on transportation projects in the particular EOR “Areas of Expertise” as defined in Appendix C, Scope of Work. Project experience must be work completed within the past five years, including references and must highlight specific needs of a Local Government similar to the size and needs of Lindon City.

Provide a spreadsheet list of projects **completed** during the last five years. The headings of the spreadsheet may include the following:

- Name of Project Manager
- Year
- Type of Project
- Project Name
- Project Location
- Project Description
- Construction Estimate Cost - \$Million
- Services Performed
- Client
- Reference Contact and Telephone Number

See sample *Related Experience* spreadsheet form available on the UDOT Web site www.udot.utah.gov/go/csforms under *Project Organization Chart and Related Experience Charts*. (Note: Columns may be combined in order to meet the font size and margin requirements.)

A maximum of 35 points is available for this section.

5. **Appendix B** – The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT/EOR Project* (attached as **Appendix B** to this EOR RFQ). Appendix B must state the certification and education levels of the individuals proposed for use on potential projects. **The completed form must be included in EOR SOQ’s but will not count as one of the allowed pages.**

The Consultant is agreeing to make the personnel available to complete work on contracts at whatever level the project requires when personnel are listed on Appendix B *Proposed Key Personnel to Be Used on UDOT/EOR Project Form*.

For Construction Engineering Management, the following individuals must be identified on Appendix B and meet the current CEMT certification requirements: Consultant resident engineer, field engineer and office manager (see Appendix C, Scope of Work for definitions of these positions). **SOQ’s submitted without this identification and/or qualified individuals may result in disqualification.** Refer to <http://www.udot.utah.gov/go/construction>, for additional information regarding UDOT’s Construction certification requirements.

For firms with their own labs, individuals or firms providing materials testing must be identified on Appendix B and meet the current TTQP and LQP certification

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requirements. **SOQs submitted without this identification and/or qualified individuals/firms will result in disqualification** and will not be considered for this project. Refer to <http://www.udot.utah.gov/go/materials>, for additional information regarding UDOT's materials testing certification requirements. See Appendix C, Scope of Work for more information.

NOTE: If a Consultant Firm does not have its own lab, there will be no point deductions or penalties for not identifying the lab or staff in the SOQ. However, certification will be required in order to execute any contracts. Please do not identify a sub-consultant lab in the SOQ.

EOR SOQ FORMAT REQUIREMENTS

It is very important that submittals be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the EOR Selection Team.

1. **Ten (10) SOQ Hard Copies** – (Number sequentially from one to 10 on the upper right hand corner of the cover.)
2. **Electronic PDF File of SOQ on a CD** – (Labeled with the Consultant Name, Lindon City EOR RFQ, and Submittal Due Date.)
3. **Color is allowed**
4. **8½ x 11 inch or 11 x 17 inch Page Sizes** – (Refer to No. 12 of SOQ Format Requirements for further details.)
5. **One (1 inch) Margins** – (Exceptions: Consultant Name/Logo and Page Headers/Footers may be within margin)
6. **10 Pt Font and 12 Pt Line Spacing, Minimums** – (The minimum font size is 10 point font or greater everywhere in SOQ including graphics, unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12 point.)
7. **Related Experience Chart is required** – (The sample chart *Related Experience Charts* is available on the UDOT Web site www.udot.utah.gov/go/csforms.)
8. **Bind SOQ on 11 inch Left Side**
9. **Tab the SOQ Sections for easy reference for reviewers** — (Sections are the Introductory Letter, each of the evaluation criteria, and Appendix B. If you limit information on tabs to Section Identification, Consultant Name/Logo, and/or un-enhanced photographs, then the tab pages will not count towards the page maximum.)
10. **Front and Back Cover Pages are allowed** – (Information on the front cover page is not restricted. Cover pages will not count towards the page maximum.)
11. **Appendix B is required** – (Appendix B will not count towards the page maximum.)

A total of 100 points are available for the EOR SOQ. **A one-point penalty will be assessed by Consultant Services for each applicable violation of the above (1-11) format requirements for a maximum 11-point penalty per SOQ.**

12. **10-Page Maximum** – (The Statement of Qualifications has a maximum page limit of **Ten** pages.)

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A page is defined as a single-sided 8.5 x 11 inch or 11 x 17 inch sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. There is a limit of up to three 11 x 17 inch sheets.

The Introductory Letter, Tab Pages, Appendix B, and Cover Pages will not count towards the page maximum.

Any SOQ that exceeds the 10-page maximum will receive a three-point penalty per page over the limit.

EOR SELECTION TEAM

The Selection Team members will receive copies of each SOQ submitted. They will review and score the SOQ's individually based on the evaluation criteria and submit their scores and comments to the Contract Administrator. The Administrator will tally and compile the scores and comments. The Selection Team may then meet to discuss the scores and comments and determine whether interviews are necessary or whether the selection may be made based on the scores from the SOQ's.

Most EOR RFQ selections will be based on the EOR SOQ scores. The Selection Team members will develop the interview format in the Selection Team Meeting by completing the *Interview Format Worksheet* if the Selection Team determines it is necessary to have interviews in order to make a selection.

SELECTION INTERVIEWS

The following topics may be some of the issues discussed if the EOR Selection Team determines interviews are necessary.

- Understanding the Work
- Expertise in the various work disciplines identified on page 2 of this RFQ
- Needs Associated with a Local Government of similar size
- Schedule Control
- Project Management
- Familiarity with Local Government, UDOT, and FHWA

"SELECTING BY CONSENT" PROCESS

The final selection process will be performed using the "Selecting by Consent" (SBC) process. The SBC process is a scoring process that aids the Selection Team in developing the final ranking of consultants through a collaborative process. Each segment and question of the interview is weighted in advance during the Selection Team Meeting. The Selection Team scores each segment and question by consent after the interviews are conducted. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process. The final selection ranking of consultants is based on the final scores developed by the Selection Team using the *Interview Scores* spreadsheet.

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See the UDOT Web site www.udot.utah.gov/go/csforms for more information regarding this process and copies of the *Interview Format Worksheet* and *Interview Scores* forms.

SUMMARY

Provide a clear and concise EOR SOQ that gives the EOR Selection Team Members with an understanding of the Consultant's ability to undertake and complete projects for the Local Government in a thorough and timely manner.

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Rev. 1/12/04

Appendix B

Proposed Key Personnel to Be Used On EOR Projects

Name	Firm Name	Title (Within firm and/or proposed on projects)	Certification Category/Level	Utah License/ Certification No.	Other State License/ Certification No.	Education Level

Include all key personnel who are proposed to work on EOR project including sub-consultants. Add additional pages if needed.

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website www.udot.utah.gov/go/csforms.

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Appendix C

A. SCOPE OF WORK

The UDOT Project Manager has the authority to approve or disapprove an EOR's project-specific staffing plan.

The five Areas of Expertise allowed for an Engineer of Record are:

- **Roadway and Bridge Design**
 - **Hydraulics**
 - **Geotech**
- **Environmental (Categorical Exclusion)**
- **Preconstruction Engineering**
 - **Signal Design**
- **Construction Engineering Management**

Roadway and Bridge Design

- Experience in Bridge/Structural Design, Management, and Operations
- Experience in Construction Management including bridges
- Experience in Accelerated Bridge Construction (ABC)
- Asset Management Experience
- Familiar with AASHTO, FHWA and UDOT Specifications and Requirements
- Familiar with UDOT/FHWA Planning Process
- Familiar with UDOT Processes
- Understand and Follow QC/QA Process
- UDOT Manuals of Instruction
- Must be and remain qualified in the UDOT GE & LG Pool Bridge Design discipline
 - Define Roadway requirements
 - Define Hydraulics requirements
 - Define Geotech requirements

Environmental

The EOR may provide services needed to prepare the necessary National Environmental Policy Act (NEPA) documents for Categorical Exclusions (CAT EX). UDOT **requires** LGAs use UDOT Consultant Services project specific Standard RFQ, Streamlined RFQ or Request for LOI for Environmental Impact Statements (EIS) and Environmental Assessments (EA). The only exception to proceeding with a project specific selection is if the Director of Environmental Services grants a waiver in writing for a small EA to be selected through the EOR or Pool process. In this case, UDOT Project Managers are required to submit the approved written waiver to Consultant Services along with the financial screening and contract request.

Areas of study for all NEPA environmental studies may include:

- ❖ Air quality
- ❖ Archeological
- ❖ Endangered species
- ❖ Flood plains

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- ❖ Hazardous waste
- ❖ Historic
- ❖ Landscaping
- ❖ Noise
- ❖ Permitting issues
- ❖ Prime and unique farmlands
- ❖ Public involvement
- ❖ Secondary and cumulative impacts (small EAs)
- ❖ Section 4(f)
- ❖ Temporary erosion control design
- ❖ Wetlands. Wetland mitigation

The EOR is required to comply with UDOT's Design Process, Federal Register 23-CFR-771 (Federal Register August 28, 1987), FHWA Technical Advisory T6640.8A (October 30, 1987) and other appropriate Federal, State and local laws.

Preconstruction Engineering

Consultants may provide a variety of engineering services including:

- Personnel resources
- Equipment and materials necessary to prepare contract plans, specifications and estimates or any parts thereof in accordance with UDOT Design Processes and in accordance with applicable Federal requirements for each project as defined in each individual contract

Construction Engineering Management

All qualified Consultants desiring to provide Construction Engineering/Management services to the Local Government may be required to provide the following prior to being selected for a project:

- Experience and documentation in Construction Engineering Management
- Documentation of having previously performed at least one successful Local Government project in Utah
- Training Certification Verification (CEMT)
- Conduct all necessary meetings from advertisement to the post construction conference
- Monitor the contractor's work for safety, adherence to the traffic control plan, and compliance with appropriate plans and specifications related to the project.

The following individuals must be identified on Appendix B and meet the current CEMT certification requirements: Consultant resident engineer, field engineer and office manager. SOQ's submitted without this identification and/or qualified individuals may result in disqualification. Refer to <http://www.udot.utah.gov/go/construction>, for additional information regarding UDOT's Construction certification requirements.

The Consultant Resident Engineer (CRE) is a professional engineer who provides project oversight for UDOT and LG projects according to the UDOT Construction Manual of Instruction. The CRE works under the supervision of a UDOT Resident Engineer or District Engineer. The CRE supervises a CEM crew.

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Lindon City Standard RFQ**

The Consultant Field Engineer is the individual(s) who may be a professional engineer or EIT; assists with CRE duties and provides field supervision.

The Consultant Office Manager is the individual(s) who will be providing PDBS data entry; and maintaining project records.

The individual or firm providing materials testing must be identified on Appendix B and meet the current TTQP and LQP certification requirements. SOQs submitted without this identification and/or qualified individuals/firms will result in disqualification and will not be considered for this project. Refer to <http://www.udot.utah.gov/go/materials>, for additional information regarding UDOT's materials testing certification requirements.

B. QC/QA Plan Requirements

- The Consultant will prepare, distribute, and implement the Quality Control/Quality Assurance Plan for each project. UDOT has adopted QC/QA standards and the consultant must meet or exceed these requirements. The QC/QA standard can be found on the UDOT Web site www.udot.utah.gov/index.php/m=c/tid=650.
- Document Control: All documents will be maintained in both an electronic and hard copy form. Each document will have a uniquely specific location in both electronic and hard copy formats.

C. UDOT Furnished Items

- UDOT Standards (available on-line from the UDOT Web site at www.udot.utah.gov/go/2008standards).
- UDOT Reference Material (available on-line from the UDOT Web site at www.udot.utah.gov/go/standardsreferences).
- UDOT Environmental Process Manual of Instruction (available online at the UDOT Web site www.udot.utah.gov/go/manuals).
- UDOT Consultant Services Manual of Instruction (available online at the UDOT Web site at www.udot.utah.gov/go/csmanuals).
- UDOT Roadway Design Manual of Instructions (available on-line from the UDOT web site at www.udot.utah.gov/go/manuals.)
- UDOT Construction Manual of Instruction (available online at the UDOT Web site www.udot.utah.gov/go/manuals).